

25X1A6a

FINANCE OFFICER

GS - 11

I. DUTIES AND RESPONSIBILITIES

25X1A6a

25X1A6a 1. As Finance Officer and Authorized Certifying Officer for [REDACTED] [REDACTED], incumbent is responsible for assisting the Senior Finance Officer for furnishing assistance and guidance to all bases and stations in the area on all budgetary, monetary and financial matters. He will act as Senior Officer in the absence of the Senior Finance Officer. As designated Authorized Certifying Officer, he is responsible for implementation and execution within his area of jurisdiction of all responsibilities and activities falling within the purview of that office. 25X1A

25X1A 3. Originates memoranda to appropriate station and base personnel notifying them or information required of them in the submission of budget estimates. The memoranda are followed up in order that timely estimates are received. After receipt of the estimates in the finance office, they are checked for mathematical accuracy and for completeness of coverage. The data is then consolidated and transcribed onto official forms and submitted to the Senior Finance Officer for his review and action.

25X1A 4. Assists in the maintenance of financial control of all funds to this area and for establishment of appropriate records to account for such funds at all times. This requires that the provisions of Class "A" Station [REDACTED] are complied with, i.e., [REDACTED] records are established to cover the receipt, custody, disbursement, transfer and control of funds made available to the installations in the area.

25X1A 5. Assists in supervising the installation, interpretation and maintenance of the Class "B" Station Accounting and Reporting Procedures, FHB [REDACTED] in each of the installations in the area, and for determining that adequate financial controls are maintained over all financial transactions at the installations. Consolidates financial reports required by [REDACTED] and integration of the results of financial operations into centralized Class "A" accounting system, presenting them to Senior Finance Officer for review before forwarding consolidated financial report to Headquarters.

**BEST COPY**

25X1A6a

[REDACTED]  
FINANCE OFFICER  
GS-11  
Page 2

6. Renders an opinion(s) to the Senior Finance Officer regarding the interpretation of Headquarters and other applicable financial regulations and directives and assisting in the implementation thereof. This requires a thorough knowledge of Agency Regulations, Foreign Service Travel and Allowance Regulations, Joint Travel Regulations and Standardized Travel Regulations. In addition, it requires the ability to interpret NEA Division, Comptroller or Finance Division dispatches and other directives and to render advice and guidance to other Agency personnel accordingly.

7. Reviews and performs administrative audit of all vouchers, accountings, and claims submitted to the finance office for the purpose of determining whether or not funds have been obligated, the propriety of the transactions, compliance with regulations and procedures, and the adequacy of the documentation and justification thereof. This involves determining that the proper entry has been made, the correct allotment account has been charged or credited, the necessary supporting data is attached, the explanation is adequate, and the voucher and all attachments are mathematically correct. Whenever necessary, he consults with employees and officials rendering accountings with particular regard to the development of adequate documentation and justification, and the disallowance of non-allowable items. Upon completion of the foregoing, the vouchers and other documents are transmitted to the Senior Finance Officer for review and/or other appropriate action.

8. Assists in the establishment and revision of financial and control procedures for the stations serviced within the region, subject to prescribed general Headquarters policies and procedures. Assists in the review and analysis of the status of operations and other advances and takes appropriate administrative action to effect settlement within established due dates. Advises operating personnel on financial matters concerning their specific activities both in an operating and a planning capacity.

II. SUPERVISION RECEIVED

The incumbent is under the general administrative and technical supervision of the Regional Finance Officer, [REDACTED].

25X1A6a

III. QUALIFICATIONS REQUIRED

As prescribed in [REDACTED]

25X1A

IV. DISTINGUISHING FEATURES

This position is distinguished from the next lower level inasmuch as the incumbent functions as Finance Officer and Authorized Certifying Officer and acts for his superior during the latter's absence. It is distinguished from the next higher level by the absence of overall responsibility for the activities of the Finance Office on a continuing basis.

**BEST COPY**

<b>DISPATCH</b>		CLASSIFICATION <b>SECRET</b>	DISPATCH SYMBOL AND NO. [REDACTED] 852 25X1A6c
TO INFO	Chief, NEA ATTN: Chief, Finance Division	HEADQUARTERS FILE NO.	
FROM	Chief of Station, [REDACTED]	DATE	6 March 1959
SUBJECT	ADMIN Promotion for [REDACTED]	RE: "43-3" — (CHECK "X" ONE)	<input type="checkbox"/> MARKED FOR INDEXING
ACTION REQUIRED			<input type="checkbox"/> NO INDEXING REQUIRED
REFERENCE(S)	824	INDEXING CAN BE JUDGED BY QUALIFIED HQ. DESK ONLY	

25X1A6c

25X1A

1. Reference is a dispatch prepared by [REDACTED],  
 Chief, [REDACTED], requesting Headquarters to reconsider  
 a promotion to GS-11 for [REDACTED] Officer [REDACTED]  
 for [REDACTED] Station.

25X1A2e

2. The writer would like to take this occasion to lend his  
 strong endorsement to this request for a promotion for [REDACTED].  
 The duties which he carries out require the mature judgment and  
 experience of an officer easily deserving the grade level of  
 GS-11. The attitude of [REDACTED] toward his work is exemplary,  
 and it is believed that the service which he provides both the  
 Station and Headquarters should be rewarded with this promotion.

25X1A2e

25X1A2e

3 March 1959

## Distribution:

- 2 - CFD
- 1 - CNEA

4418715

DISPATCH		CLASSIFICATION <b>SECRET</b>	DISPATCH SYMBOL AND NO. ██████████-824 25X1A6c
TO INFO	Chief, NEA ATTN: Chief, Finance Division	HEADQUARTERS FILE NO.	
FROM	Chief of Station, ██████████	DATE 27 February 1959	
SUBJECT	RE: "43-3" — (CHECK "X" ONE)		
ACTION REQ	MARKED FOR INDEXING		
REFERENCE(S)	NO INDEXING REQUIRED		
See Below		INDEXING CAN BE JUDGED BY QUALIFIED HQ. DESK ONLY	
<p>a) ██████████ 212 dtd 3 Sept 58</p> <p>b) ██████████ 368 dtd 11 July 58</p> <p>i. It is requested that Headquarters reconsider the ██████████ for promotion to GS-11.</p> <p>2. With respect to this promotion, it is recommended that the ██████████ slot be up-graded to provide for this advance in grade.</p> <p>3. The duties and responsibilities performed by ██████████ warrant a position of GS-11. These duties include:</p> <ul style="list-style-type: none"> <li>a) The maintenance of Class "A" financial records for the ██████████ area of coverage;</li> <li>b) Maintenance of budgetary records for the ██████████ Station;</li> <li>c) Receives and disburses cash;</li> <li>d) Audits and reconciles general ledger accounts and case officer accountings;</li> <li>e) Liaison - written and oral with official and deep cover station personnel with regard to the application and interpretation of published regulations, guides and directives;</li> <li>f) Originates correspondence and in the absence of Chief, ██████████ releases correspondence and acts for him.</li> </ul> <p>4. Subject has been in grade since March 1957.</p> <p>5. ██████████ has performed all duties assigned to him in a cheerful, cooperative and efficient manner; his performance clearly exceeds the requirements.</p>			
██████████ 25X1A2e			
APPROVED:			
<p>Chief of Station, ██████████</p> <p>25 February 1959</p> <p>Distribution: 2 - CFD 1 - CNEA</p>			
FORM 10-57 (40)	USE PREVIOUS EDITION. REPLACES FORMS 51-28, 51-28A AND 51-29 WHICH ARE OBSOLETE.	CONTINUATION <b>SECRET</b>	PAGE NO.